



UNITED STATES MARINE CORPS

3D MARINE DIVISION (-) (REIN)

UNIT 35801

FPO AP 96602-5801

ORIGINAL ORDERS

REPLY REFER TO

DivO 1650.15A

SgtMaj

10 OCT 2002

DIVISION ORDER 1650.15A

From: Commanding General, 3d Marine Division
To: Distribution List

Subj: 3D MARINE DIVISION MARINE/NONCOMMISSIONED OFFICER OF THE
QUARTER AND MARINE OF THE YEAR

Encl: (1) Sample Recommendation Letter
(2) Sample Personnel Data Sheet
(3) Sample Letter to Spouse/Parents

1. Purpose. To establish policy and procedures for the processing of recommendations for the appropriate recognition of Marines as Marine of the Quarter, Noncommissioned Officer (NCO) of the Quarter, and Marine of the Year.

2. Cancellation. DivO 1650.15

3. Information. The Marine of the Quarter, NCO of the Quarter, and Marine of the Year awards have been established to recognize those Marines within the 3d Marine Division whose performance of duty exemplifies the high standards required of all Marines. All regiments and separate battalions are highly encouraged to submit nominations for each award.

4. Selection Board. The Selection Board will consist of each regimental/separate battalion Sergeant Major or designated representative. The Division Sergeant Major will serve as the Senior Member of the Board.

5. Scheduling of Selection Board. The Selection Board will meet the first Thursday of January, April, July, and October to select the Marine of the Quarter and NCO of the Quarter for the previous quarter. The Marine of the Year Board will be held during the month of June to select a Marine based on his/her performance of duty from 1 July of the previous year to 30 June of the current year. Specific information concerning dates, times, uniforms, and location will be promulgated by the Division Sergeant Major by E-Mail or message.

6. Criteria.

a Marine of the Year.

Be a sergeant or below.

(2) Have no convictions by court-martial or nonjudicial punishment during the preceding 12 months prior to the convening date of the board.

(3) Have attained a passing score on the MCCS Test and Physical Fitness Test (PFT) during the current period.

4) Have qualified with T/O weapon during the current period.

(5) Be current in the nonresident professional military education for the current grade held. Corporals with more than six months in grade will be enrolled in or have completed the 7000/8010 series Marine Corps Institute (MCI) course.

Be of outstanding military and personal appearance.

(7) Have contributed in some measurable fashion to the unit or community.

Possess abilities of expression

Have attained professional and personal accomplishments.

Possess strong leadership qualities.

b. Marine/NCO of the Quarter.

(1) Be a corporal or sergeant for NCO of the quarter and a lance corporal or below for Marine of the Quarter.

(2) Have no convictions by court-martial or nonjudicial punishment during the preceding 12 months prior to the convening date of the board.

(3) Have attained a passing score on the MCCS and PFT during the current evaluation period.

(4) Corporals with greater than six months in grade will be enrolled in or have completed the 7000/8010 series MCI course. Marines recommended for Marine of the Quarter will have completed the

"Fundamentals of Marine Corps Leadership" MCI course or be enrolled in the 7000/8010 series.

7. Recognition.

a. Marine of the Year

Navy and Marine Corps Achievement Medal

A 4 day liberty pass.

(3) An engraved watch and plaque presented by the 3d Marine Division Association as the recipient of the "General Graves B. Erskine Outstanding Marine of the Year Award."

(4) Commanding General's congratulatory letter to the immediate family.

a. Marine/NCO of the Quarter.

(1) Navy and Marine Corps Achievement Medal.

(2) A 4 day liberty pass

(3) Commanding General's congratulatory letter to the immediate family.

8. Recommendations. Nominations for the Marine of the Year and Marine/NCO of the Quarter will be forwarded to the Staff Secretary no later than seven days prior to the convening date of the board. The following will be included with each recommendation. Enclosure (1) through (3) provide sample letters of recommendation, personal data sheet, and letters to parent/spouse.

a. Letter of recommendation

b. Personal Data Sheet.

c. Service Record Book.

d. Basic Individual Record.

e. Basic Training Record.

f. Record of Service.

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- g. Education Record
- h. D-143 screen from 3270.
- i. 8x10 color photograph.

9. Action

a. Commanding Officers of Regiments and Separate Battalions

(1) Nominate Marines as appropriate for recognition as the Marine of the Year Award and Marine/NCO of the Quarter.

(2) Ensure recommendations are submitted in accordance with this Order.


b. Division Sergeant Major

(1) Serve as the senior member of the Selection Board.

(2) Publish information as necessary concerning the convening date of the Selection Board.

(3) Ensure selected Marines receive all awards in a timely manner.

c. Sergeants Major of Regiments and Separate Battalions. The Sergeants Major will serve as members of the Selection Board.


A. L. JACKSON
By direction

DISTRIBUTION: A/D

SAMPLE LETTER OF RECOMMENDATION

From: Commanding Officer, _____

To: Commanding General, 3d Marine Division (SgtMaj)

Subj: RECOMMENDATION FOR THE 3D MARINE DIVISION (MARINE) (NCO) OF THE
QUARTER FOR THE _____ QUARTER, 20____

Ref: (a) DivO 1650.15A

1. Per the reference, (the Marine's name) is nominated for the subject award
2. The nominee meets all of the requirements of the reference and is recommended for the 3d Marine Division (Marine) (NCO) of the Quarter with enthusiasm.
3. Remarks: (A concise list of qualifications, billet descriptions and exemplary contributions to the unit and community).

ENCLOSURE (1)

SAMPLE PERSONAL DATA SHEET

NAME _____ GRADE _____

SSN _____ MOS _____ BILLET _____

UNIT _____

DOB _____ EAS _____ GT _____

CON _____ PRO _____ (Average marks in grade)

TIS _____ TIG _____ (As of last day of month)
(Months) (Months)

RIFLE QUAL _____ / _____ PFT _____ / _____ BST _____ / _____
Score Date Score Date Score Date

*MCI COMPLETION'S _____ MCI WORKING _____ CivEduc _____
(In grade) (Number) (Number) (Number)

*AWARDS (Show number and name of individual awards, i.e.. 2-Merit
Masts, etc.) (In grade) Does not include SSDR, GCM, NUC, MUC, etc.

*OFF-DUTY EDUCATION _____

COURT-MARTIAL/NJP (ARTICLE(s) AND DATE(s)) _____

*COMMUNITY INVOLVEMENT _____

NEXT OF KIN: _____

ADDRESS OF NOK: _____

The date on this form is certified correct.

SIGNATURE AND GRADE

ENCLOSURE (2)